

JOB DESCRIPTION
PLANNING AND ENGINEERING DEPARTMENT
TRAFFIC DIRECTOR

1. **JOB TITLE:** TRAFFIC DIRECTOR
2. **DEFINITION:** The position of Traffic Director requires an individual who is capable of exercising independent judgment and who possesses the education and/or relevant experience regarding transportation planning and traffic engineering principles, including traffic laws, federal, state and local transportation laws, and policies associated with and project processes and funding. The employee will be responsible to the City Engineer. All employees are responsible to the City Manager. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The Traffic Director must be capable of safely operating an automobile, personal computer, photocopier, blue print, calculator, telephone, facsimile, microphone and other modern office equipment.
 - b. The job location is in the City of Murfreesboro Planning and Engineering Department. This is a smoke-free work environment.
4. **ESSENTIAL FUNCTIONS:**
 - a. Reviews all site plans and subdivision plans for compliance with City Street and Subdivision Standards.
 - b. Supervises the daily work activities of Traffic Section employees of the Planning and Engineering Department.
 - c. Formulates and implements transportation guidelines and policies.
 - d. Plans development, scheduling, funding acquisition and implementation of transportation system improvement programs.
 - e. Performs financial analysis to determine relative funding responsibilities between legislative bodies and private developers for needed infrastructure improvements.
 - f. Maintains financial and historical project records for all federal, state and local transportation projects implemented within the jurisdiction of the City.
 - g. Acts as local representative of the City to the Nashville Area Metropolitan Planning Organization.
 - h. Acts as City liaison to the Federal Highway Administration and Tennessee Department of Transportation.
 - i. Collects and researches information and data and prepares reports and recommendations.

- k. As directed, attends meetings, including those scheduled after normal working hours.
 - l. Develop project cost estimates for capital budgets.
 - m. Receives, analyzes and responds to all citizen and Council requests and makes recommendations related to all traffic related issues.
 - n. Accesses archive files to retrieve information.
 - o. Operates an automobile for the purpose of field inspections.
 - p. Administers and manages project and budget costs.
 - q. Sits, stands, stoops and walks, intermittently.
5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**
- a. Enters data into computer, prepares maps, answers telephone, and runs errands. Occasionally required to move office furniture and equipment.
 - b. Performs other duties and special projects as assigned.
6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**
- a. Associates of Engineering Degree in Civil Engineering or related field required; additional relevant education preferred. Two years prior work experience preferred.
 - b. Possess a driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
 - c. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
 - d. Submit to and pass a drug screening test.
 - e. Must have legal authorization to work in the United States of America.
 - e. Ability to utilize the following engineering computer software programs, as a minimum: ACAD and Softdesk; Microstation and InRoads; QRS and MINUTP; PASSER II-90 and TRANSYT-7F and Highway Capacity Program.
 - f. Good human relations skills with the ability to communicate effectively with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of other government agencies.
 - g. Temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
 - h. Excellent communication skills, both written and verbal.
 - i. Ability to report for work on time and perform the job responsibilities in a timely manner in order to meet scheduled deadlines.
 - j. Have a good reputation for and ability to maintain confidentiality.
 - k. Be available to work hours as needed or as necessary.
 - l. Knowledge of personnel rules and procedures.
 - m. Skill in public speaking.
 - n. Ability to perform the duties of the job for a complete workday.
 - o. Ability to supervise, coordinate, delegate and negotiate.

- p. Ability to exercise good judgment in evaluating situations and making decisions.
- q. Flexibility to handle issues and projects with different completion schedules.
- r. Ability to make sound financial and budgetary decisions.
- s. Must not have been convicted of a felony, or to a misdemeanor involving dishonesty, violence, gambling, liquor, or controlled substance, nor pleaded no contest or *nolo contendere* to either. Must have the ability to be bonded.

Exempt
Safety Sensitive
August 23, 2005